

FARINGDON TOWN COUNCIL

The Pump House, Market Place, FARINGDON,
Oxfordshire, SN7 7HL Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of a Venues Committee Meeting held at 7.15pm on Monday 9th January in the Jubilee Room, the Pump House, Faringdon

PRESENT: Cllrs. David Barron (Chairman)
Jane Boulton
Julie Farmer
Angela Finn
Steve Leniec
Mike Wise

In Attendance: Sally Thurston, Town Clerk
Rebekah Pugh, Deputy Town Clerk
Phil Matson, Facilities Manager
Mark Blatch, Corn Exchange Bar Manager
Lou Smith and Lucy Brown Pump House Project

- 1/1/17 Apologies for Absence**
None received
- 2/1/17 Declarations of Interest**
None
- 3/1/17 Minutes of Last Meeting: Wednesday 16th November**
The minutes were signed as a correct record of the meeting.
- 4/1/17 Public Speaking Time**
None
- 5/1/17 Public Question Time**
None
- 6/1/17 Bar Manager's Report**
Members received and NOTED a report from the Bar Manager. Mr. Blatch informed the committee that he intended to give written notice to cease his contract but was willing to run the bar until a new bar manager could be found.
- 7/1/17 The Pump House Project Activity Report**
Members received and NOTED a report from The Pump House Project. Lucy Brown was welcomed as the new project manager.

- 8/1/17 Facilities Manager's Report**
Members received and NOTED a report from the Facilities Manager
- 9/1/17 Health and Safety**
Members received and NOTED an update on health and safety issues
- 10/1/17 Venues Bookings Report**
Members received and NOTED an update on bookings
- 11/1/17 Precept 2017/18**
- a) Members received and NOTED financial reports to 30th November 2016
 - b) Members considered any amendments to the draft budget for 2017/18. It was PROPOSED that an expenditure budget of £2350 be put forward for the Corn Exchange. This was SECONDED and AGREED. It was further PROPOSED that an expenditure budget of £7445 be put forward for the Pump House. This was SECONDED and AGREED.
 - c) It was PROPOSED that the following capital expenditure projects be included in the budget request for 2017/18:
 - a) Corn Exchange Floor £20,000
 - b) Corn Exchange Chairs £7,356This was SECONDED and CARRIED.
- 12/1/17 Corn Exchange**
Members received and considered a quote and report from the Facilities Manager for raising the cinema screen. It was PROPOSED that the Venues Team strengthen the structure with wooden supports. This was AGREED.
- 13/1/17 Pump House**
Members received and considered quotes for improved office lighting in the Pump House offices and garden. Cllr. Leniec suggested that the improvement to the office lighting should be an Office and Establishment expenditure. This was AGREED. It was PROPOSED that the outside light be repaired, at a cost of £35, from the Pump House Maintenance budget. This was AGREED.
- 14/1/17 For Information Only**
The Clerks action list was NOTED. It was AGREED that the Venue hire charges should be reviewed as a matter of urgency. Any agreed changes should ideally be implement at the start of the 2017/18 financial year.

The Meeting closed at 7.40pm